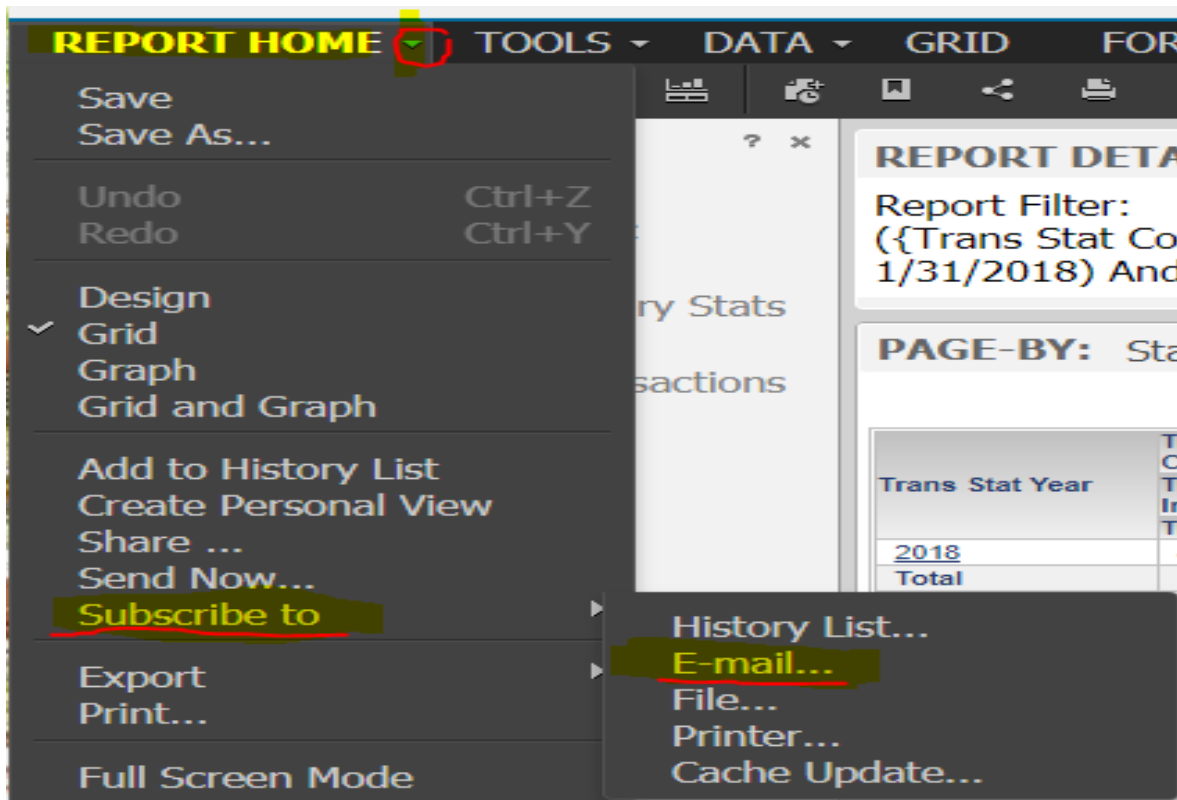


CREATING AN E-MAIL SUBSCRIPTION

Best for Reports that are for Previous Day, Week or Month and Reports that do not have a date chosen.

Run the report you want to make the Subscription for. Click on the down arrow beside "Report Home". Click on "Subscribe To", then click on "E-Mail".



The next pop-up is where you'll make all the selections for your Subscription.

“Name” field is the name of the report and the current date and time.

E-mail Subscription

Name: ALL CHECKOUTS AND RENEWALS AT MY LIBRARY FOR PREVIOUS MONTH 2/24/18 1:21:22 PM

Report: ALL CHECKOUTS AND RENEWALS AT MY LIBRARY FOR PREVIOUS MONTH

Schedule: 2nd Day of the Month (10:00AM) EST

To: brenda michel

Send: Data in email

Delivery Format: Excel Compress contents

File Name: ALL CHECKOUTS AND RENEWALS AT MY LIBRARY FOR PREVIOUS **Delimitter:**

Subject: ALL CHECKOUTS AND RENEWALS AT MY LIBRARY FOR PREVIOUS MONTH

Message:

Send a preview now

Advanced Options

OK **Cancel**

In the “Schedule” field, click on the down arrow to choose your run time.

Subscribe to E-mail

You have 0 subscriptions to this report that will be delivered by e-mail.

E-mail Subscription

Name: CIRC AT MY LIBRARY 2/24/18 11:55:08 AM

Report: CIRC AT MY LIBRARY

Schedule: 15th Day of the Month (7:30 AM) EST

To:

Send:

Delivery Format:

Subject:

Message:

Send a preview now

Advanced Options

15th Day of the Month (7:30 AM) EST
15th Day of the Month (7:30 AM) EST
16th Day of the Month (7:00 AM) EST
2nd Day of the Month (10:00AM) EST
2nd Day of the Month (10:30AM) EST
2nd Day of the Month (11:00AM) EST
2nd Day of the Month (11:30AM) EST
2nd Day of the Month (12:00PM) EST Noon
2nd Day of the Month (9:00AM) EST
2nd Day of the Month (9:30AM) EST
3rd Day of the Month (11:30 AM) EST
5 Days a Week, Monday-Friday, 1:00 PM Eastern
7 Days a Week (10:00 AM) EST
7 Days a Week (10:30 AM) EST
7 Days a Week (11:00 AM) EST
7 Days a Week (11:30 AM) EST
7 Days a Week (12:00 PM) EST Noon
7 Days a Week (5:10 PM) EST
7 Days a Week (9:00 a.m.) EST
7 days a week @ 3pm EST
7 days a week @ 4pm EST

Click on “To” to add your name & e-mail address, and anyone else you want the report to go to.

Address Name is their name, Physical Address is their e-mail address.

Click on the “Add to Recipients” button for each name entered. When everyone is added then click OK.

This will add them to your list. Click OK to save.

Subscribe to E-mail

You have 0 subscriptions to

E-mail Subscription

Name:

Report:

Schedule:

To:

Send:

Delivery Format:

Burst...

Subject:

Message:

Send a preview now

Advanced Options

Recipients Browser

Available:

brenda michel

To:

brenda michel

Bear Michel

Cc:

Bcc:

Address Name Physical Address Device

Generic email

Add To Recipients

OK Cancel

E-mail Subscription

Name: CIRC AT MY LIBRARY 2/24/18 12:09:43 PM

Report: CIRC AT MY LIBRARY

Schedule: 2nd Day of the Month (10:00AM) EST

To: brenda michel, Bear Michel

In the “Send” field we recommend using the “Data in email” option.

For “Delivery Format” use the down arrow to select the format.

***If you’re a library with branches and have chosen all branch locations in your subscription, there may be an “Expand page-by fields” box you’ll need to checkmark ***

Send: Data in email

Delivery Format: Excel Compress contents

Adding a message in the “Message” box is optional.

“Send a preview now” box is optional as well.

Click OK to save.

Subject: ALL CHECKOUTS AND RENEWALS AT MY LIBRARY FOR PREVIOUS MONTH

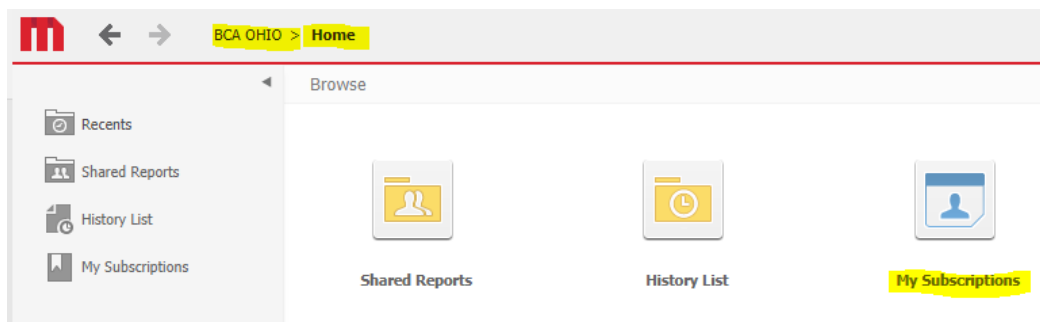
Message:

Send a preview now

+ Advanced Options

OK Cancel

When logged in to BCA click on “My Subscriptions” to view or make changes to your subscription.



If filter changes are needed within the subscription, click on the green question mark in the “Action Column” for the report you want to change.

E-mail Subscriptions									
	Subscription Name	Report/Document	Owner	Schedule	Recipient	Address	Personalized	Action	Unsubscribe
	ALL CHECKOUTS AND RENEWALS AT MY LIBRARY FOR PREVIOUS MONTH 2/24/18 1:24:31 PM	ALL CHECKOUTS AND RENEWALS AT MY LIBRARY FOR PREVIOUS MONTH	OHIOseotest	15th Day of the Month (7:30 AM) EST	OHIOseotest	brenda michel	<input checked="" type="checkbox"/>		<input type="checkbox"/>

Make any changes necessary to the filter(s) then click OK.

Trans Stat Station Library (Required)

Please select one or more Station Library Location(s).

Search for: Match case

Available:

- ACN
- ACO
- ACP
- ACW
- ADA
- ADB
- ADC
- ADE

1 - 252 of 252

Selected:

- SEO
- ACM

OK Cancel

Click OK on the next pop up as well.

Scheduled E-mail Delivery Confirmation




Your personalization for the [subscription](#) was saved successfully.

ALL CHECKOUTS AND RENEWALS AT MY LIBRARY FOR PREVIOUS MONTH

Schedule: 15th Day of the Month (7:30 AM) EST

OK

If you want to change the run time of your subscription click on the “Edit” icon in the “Action Column”.

E-mail Subscriptions									
Subscription Name	Report/Document	Owner	Schedule	Recipient	Address	Personalized	Action	Unsubscribe	
 ALL CHECKOUTS AND RENEWALS AT MY LIBRARY FOR PREVIOUS MONTH 2/24/18 1:24:31 PM	ALL CHECKOUTS AND RENEWALS AT MY LIBRARY FOR PREVIOUS MONTH	OHIOseotest	15th Day of the Month (7:30 AM) EST	OHIOseotest	brenda michel	<input checked="" type="checkbox"/>	 	<input type="checkbox"/>	

Make the changes, then click OK to save.

E-mail Subscription

Name: ALL CHECKOUTS AND RENEWALS AT MY LIBRARY FOR PREVIOUS MONTH 2/24/18 1:24:31 PM

Report: ALL CHECKOUTS AND RENEWALS AT MY LIBRARY FOR PREVIOUS MONTH

Schedule: 2nd Day of the Month (9:30AM) EST

To: brenda michel

Send: Data in email

Delivery Format: Excel Compress contents

File Name: ALL CHECKOUTS AND RENEWALS AT MY LIBRARY FOR PREVIOUS i Delimiter: i

Burst...

Subject: ALL CHECKOUTS AND RENEWALS AT MY LIBRARY FOR PREVIOUS MONTH i

Message: i

Send a preview now

OK Cancel

Click OK on the next pop.

Scheduled E-mail Delivery Confirmation

Your subscription was created successfully.

ALL CHECKOUTS AND RENEWALS AT MY LIBRARY FOR PREVIOUS MONTH

Schedule: 2nd Day of the Month (9:30AM) EST

OK

If there are any questions, or you need any help please call SEO at 1-877-552-4262.